Eligible Training Provider List (ETPL) Frequently Asked Questions

Question: What is the Eligible Training Provider List?

Response**:** To carry out the mandates of the Workforce Innovation and Opportunity Act, states are required to maintain a list of training providers and programs that are certified to receive students using WIOA funds. The Eligible Training Provider List (ETPL) is comprised of approved eligible training providers and training programs that are approved by the Local Workforce Development Areas (LWDAs) and the State to provide training services to eligible WIOA participants. To be approved for the ETPL, training programs must meet state and local requirements, which includes resulting in a federally or locally recognized credential and being related to in-demand industry sectors and occupations in Arizona. The ETPL includes a variety of job-driven training programs, and lists program costs and performance information, which allows for informed consumer choice. All training providers must adhere to requirements included in the ETPL Policy Section of the WIOA Title I-B Policy and Procedures Manual, and each training program must meet performance standards to remain listed on the ETPL.

Question: How does a school/training provider qualify to be on the ETPL?

Response: Arizona is committed to providing quality programs for WIOA participants to ensure their success in the workforce. Training providers must be licensed by the appropriate Arizona or federal licensing authority, registered to conduct business in Arizona and have a physical and permanent Arizona mailing address. Training providers must have provided training in Arizona or another state for at least one year before applying and have a proven track record of student success. Providers must have refund and student grievance policies.

Question: How do I apply for the ETPL?

Response: The Training Provider begins the process by completing an online application on the Arizona Job Connection (AJC) website at www.azjobconnection.gov.   The application must be filled out completely to be reviewed for ETPL approval. Training Providers must provide their Federal Employer Identification Number (FEIN), initial program-specific performance information, and supplemental documents to the ETPL Coordinator and LWDA. The supplemental documents include:

1.   Current license from appropriate Arizona licensing authority or Federal licensing authority (if programs are listed on the website of a licensing authority, the link to that site will suffice)
2.   Student grievance policy (if on website, a link is fine)
3.   Student refund policy and procedures (if on website, a link is fine)
4.   Certificate of Liability Insurance naming Arizona Department of Economic Security (ADES) as the Certificate Holder and named as an additional insured with a $2 million General Aggregate Limit; please mail to: P.O. Box 6123, S/C 920-Z, Phoenix, AZ 85005. Attn: State ETP State Administrator – OR – email to: AZWIOAETPL@azdes.gov
5.   Results from the latest financial audit or a cover letter from the last financial review.
6.   Training Provider Assurances form (Exhibit 600B)

Question: What are the Arizona Licensing Authorities? (Included but not limited to.)

Response:
- Arizona Board of Cosmetology
- Arizona State Board of Nursing
- Arizona Examiners of Nursing Care Institution Administrators
- Arizona Board of Assisted Living Facility Managers
- Arizona Board of Barbers
- Arizona Medical Radiologic Technology Board of Examiners
- Arizona State Board for Private Postsecondary Education
- Arizona Department of Transportation - Division of Motor Vehicles

Question: What are the requirements for training programs to be approved for the ETPL?

Response: Training providers must offer training programs related to occupations in demand in the state and programs that lead to recognized postsecondary credentials. Training providers must provide performance data as part of the initial ETPL application and annual reports thereafter.

Question: How long does it take for my program(s) to be approved for the ETPL?
Response: The approval process is a two-tier process and may take up to 90 days. Training providers have 30 calendar days to submit a complete application along with all required documentation to the State ETPL Coordinator who in turn has 30 calendar days to approve the **Training Provider. Training Programs** are reviewed by the ETPL Coordinators of the corresponding local workforce areas. Programs must be approved or denied within 30 calendar days of receipt; if approved the State ETPL Coordinator also must review and approve or deny the program within 30 calendar days. The program will not appear as WIOA-approved on the ETPL until approved by the State.

Question: How do I reset my Username or Password?

Response: You can retrieve your username or reset your password by clicking the link located BELOW the user login information on the "Training Provider Login" page:
- Provide the information requested for the "FORGOT PASSWORD" – or – "FORGOT USERNAME"
- If it is your password that you forgot, when you get to the "PASSWORD RESET" page, enter the ETP reset answer you set-up when you created your username

If you set-up your user name BEFORE this feature was available, you must request the default ETP reset answer:
- Send email to the following: AZWIOAETPL@azdes
- Include your name and phone number on the email
- The ETPL Coordinator will respond within 3 business days

Question: If approved how long will my programs be on the ETPL and is there a cost to be on the ETPL?

Response: Programs are approved initially for a period of one year then will be reviewed every two years for continued eligibility which is based on performance. Training programs that do not meet WIOA performance standards will be removed from the ETPL. The continued eligibility review process ensures that training provider and program information is accurate and student outcomes are successful. There is no cost to the provider to be listed on the ETPL.

Question: Are technology-based programs eligible for the ETPL?

Response: To ensure access to training services throughout the state including rural areas, technology-based programs are eligible to apply for the ETPL as long as they meet Arizona licensing requirements, have a mechanism for student interaction with instructors; periodic student assessments are conducted and have a mechanism for tracking student participation in the program.

Question: If my school has approved training programs on the ETPL will WIOA participants be referred to me for training?

Response: WIOA training services are based on informed consumer choice in the selection of an eligible training provider. A WIOA participant who has been determined to be eligible for training services may select a training provider from the ETPL and program after consultation with a WIOA career advisor. Unless training funds are not available, participants are issued an Individual Training Account (ITA) voucher for the training which may pay in whole or in part the cost of training depending upon local workforce area policy and ITA dollar limits.
Note that inclusion of a training provider on the Arizona Eligible Training Provider List (ETPL) and designation as approved by the local workforce areas is not an entitlement or a requirement that the local workforce center to make any referrals to the provider. Moreover, the selection of approved trainings is made by the prospective student.

Question: Are apprenticeship programs included on the ETPL?

Response: Registered Apprenticeship programs are automatically considered approved for Eligible Training Provider List as long as the program remains registered with the Arizona Apprenticeship Office. However, Registered Apprenticeships Sponsors/ Providers do need to complete the Training Provider Application on the www.azjobconnection.gov

Question: Are Out-of-State Training Providers listed on AJC?

Response: Out-of-State Training Providers are NOT listed on AJC, however, LWDAs may refer participants to programs with which Arizona has a reciprocal agreement, if a comparable training program is not available on Arizona's ETPL. Arizona currently has reciprocal agreements with the States of New Mexico, Nevada, Utah and Montana.

Question: Are degree programs eligible to be listed on the ETPL? Can Local Workforce Development Areas pay for the entire cost of a bachelor degree?

Response: Yes, training programs that result in associate or bachelor degrees may be listed on the Eligible Training Provider List (ETPL) as both types of degrees are federally-recognized credentials. The WIOA Title I-B ETPL Policy gives priority consideration to programs that result in recognized credentials. View the WIOA Title I-B Credentials

However, in addition to the program resulting in a federally-recognized credential, the training program will be evaluated to ensure it meets state and local ETPL requirements, including the program being related to an in-demand industry sector or occupation in Arizona and that the program meets minimum performance standards. ETPL requirements are located in the WIOA Title I-B ETPL Policy.

It is unlikely that a Local Workforce Development Area (LWDA) would pay for the entire cost of a bachelor's degree program due to the availability of funds and local policies that limit the maximum amount of an individual training account (ITA). An individual may select a training program from the ETPL that costs more than the maximum ITA when other sources of funding are available. Per Section 503.01, it is the LWDA's responsibility to coordinate funding arrangements and co-enrollments with One-Stop partners and other entities. Alternative sources of funding may be available including, but not limited to:
•State-funded training;
•Trade Adjustment Assistance;
•Rehabilitation Act funds;
•Temporary Assistance for Needy Families;
•Federal Pell Grants funds; or
•Other federal grant funds.